

PERSONNEL

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3.1.2 Personnel

The NPPS shall maintain NASA personnel data in a form which can be readily retrieved and updated. Personnel data shall be processed through a series of personnel actions as described in the following sections.

3.1.2.1 Personnel Actions

The capability shall be provided to process all employee personnel actions described in the Federal Personnel Manual (FPM) by a NOAC and those identified by the agency (NOAC 900 series).

INPUTS

The fields the user shall be allowed or required to enter are listed for each NOAC. Required fields will be those for which data must be entered. Allowed fields will be those for which data may be entered. When the field has been identified as database generated, NPPS will generate a value for this field if left blank by the user. The user will also have the capability to override the value of a generated field by entering a user specified value. These NOACs are specified in Appendix B, Personnel Action Inputs.

3.1.2.1.1 Common Processes

The following paragraphs specify the requirements for Common Processes.

3.1.2.1.1-100

The capability shall be provided to ensure the employee's most current master record shall be used during the creation or modification of a transaction. When an action is entered, all actions in suspense (not matured) for that SSN, having an Effective Date prior to or equal to the Effective Date of the action being entered, shall be temporarily applied (mock update) to the master record.

3.1.2.1.1-101

The capability shall be provided to set the Source of each action to C, indicating that the action was created as a result of a user generated personnel action.

3.1.2.1.1-102

The capability shall be provided to display only those personnel action screens which contain fields that may be modified for the action being entered.

3.1.2.1.1-103

The capability shall be provided to allow the experienced user to bypass all screens subsequent to the current screen in the personnel action process while still performing all edits on the action.

3.1.2.1.1-104

The capability shall be provided to discontinue the processing of a personnel action once it has begun only after a confirmation is solicited and received from the user.

3.1.2.1.1-105

The capability shall be provided to perform field edits during the creation or modification of a transaction. These edits are listed in Appendix I, Personnel Field Edits.

3.1.2.1.1-106

The capability shall be provided to perform relational edits on NASA employees' data as specified in core table TOPMSG.

3.1.2.1.1-107

The capability shall be provided to not process NASA Personnel edits on all student volunteer actions.

3.1.2.1.1-108

The capability shall be provided to allow the user to process actions (NOACs) for non-NASA employees without having to enter data in those fields required for NASA employees. NASA Personnel edit codes, listed in Table 3.1.2.1.1-1, represent the edits found in core table TOPMMSG which shall be applied to non-NASA employees.

3.1.2.1.1-109

The capability shall be provided to display informative error messages when edit errors are detected. NASA Personnel edit errors shall appear in the form of the NASA Personnel edit code as described in the core table TOPMMSG. Refer to Appendix H, NASA Personnel Edit Codes.

3.1.2.1.1-110

The capability shall be provided to display the description of NASA Personnel edit errors during the creation or modification of a personnel action as a user option.

**TABLE 3.1.2.1.1-1 NON-NASA PERSONNEL EDIT CODES
FOR NON-NASA ACTIONS**

BUB	CDF	CDH	CDI	CDL
CGF	CSA	CSB	CSC	CSE
CSF	CSG	DAA	DAB	DAC
DAD	DAE	DAF	DAG	DAH
DAI	DAJ	DAN	DBC	DBD
DBE	DBF	DC1	DC2	DC3
DC4	DC7	DDE	DDG	DDH
DDI	DSA	DSB	DSC	EDE
FAA	FAC	GRA	GRB	GRC
GRD	GRE	GRF	GRG	GRH
GRI	GRJ	GRK	GRL	GRM
GRN	HPA	HPB	HPC	HPD
HPE	LOA	LOB	LOD	LSA
LTA	MCA	NMA	NME	NOA
OCA	PHA	PPA	PPB	PPF
PPG	PPH	PPK	PPL	PPM
PPN	PPO	PRH	PSA	PSB
PSC	PSD	PSE	PSF	PSG
PSH	PSI	PSJ	PSK	RAA
RAB	RAC	RAD	SLA	SMA
SME	SMF	SMG	SMH	SMI
SMJ	SNA	SPA	SPB	SPC
SPD	SPE	SPF	SPG	SPH
SPI	SPJ	SPK	SPL	SRA
SRB	SRC	SRD	SRE	SRG
SRH	SRI	SRJ	SRK	SRL
SRM	SRN	SRO	STA	STC
STD	STE	STH	STI	STJ
STK	STL	STM	STO	STP
STR	SUA	SUB	SUC	SUD
SUE	SUF	SXA	TNA	TNB
TNC	TND	TNE	TNF	TNG
TNH	TNI	TNJ	TNK	TNL
TNM	TNN	VPA	VPB	VPD
VVA	ZZB	ZZC		

3.1.2.1.1-111

The capability shall be provided to allow the user to bypass edits during the processing of a transaction.

3.1.2.1.1-112

The capability shall be provided to individually delete personnel actions that have been suspended.

3.1.2.1.1-113

The capability shall be provided to delete transactions as a group by specifying the Source of the actions (i.e., ACI), Nature of Action Code, Action Entry Clerk, or Effective Date of the actions. The capability to delete transactions created by the ACI process based on Pay Table shall be provided.

3.1.2.1.1-114

The capability shall be provided to query suspended transactions by SSN or Name, Effective Date, Nature of Action Code, Source, or Action Update Clerk. Once this list has been produced, the user may select an unmatured action for modification. Refer to Core Reports 906, 907, 908, 909, and 910 in Appendix G.

3.1.2.1.1-115

The capability shall be provided to query an employee's master record by SSN or Name. Refer to Core Reports 901 and 902 in Appendix G.

3.1.2.1.1-116

The capability shall be provided to display an informative message if the action being processed is an accession and the employee is currently in an inactive status in the database.

3.1.2.1.1-117

The capability shall be provided to allow modification of unmatured transactions and disallow modification, except deletion, of matured transactions.

3.1.2.1.1-118

The capability shall be provided for entering SF 50 Comment Codes to be associated with a personnel action, inserting user input variables into the remark associated with the SF 50 Comment Code entered by the user, and allowing user override of the remark associated with the SF 50 Comment Code.

3.1.2.1.1-119

The default value of the SF 50: Signature Code shall be 1, and the capability shall be provided to allow the user to modify it during the creation or modification of a suspended transaction.

3.1.2.1.1-120

The capability shall be provided to display SF 50 Comment Codes and their remarks in accordance with table TCOMENT included in Appendix J during the creation or modification of a transaction as a user option.

3.1.2.1.1-121

The capability shall be provided to set SF 50: Required during the creation of a transaction in accordance with table TNOAC included in Appendix B. An SF 50 approval date will not be required if an SF 50 is not required during the processing of an action.

3.1.2.1.1-122

The capability shall be provided to set the Action Entry Clerk and Action Update Clerk to the User Name (refer to Table 3.1.1.3-1) of the clerk creating the transaction.

3.1.2.1.1-123

The capability shall be provided to set the Action Update Clerk to the User Name (refer to Table 3.1.1.3-1) of the clerk modifying the transaction.

3.1.2.1.1-124

The capability shall be provided to set the Action Entry Date and Action Update Date to the current date during the creation of the transaction.

3.1.2.1.1-125

The capability shall be provided to set the Action Update Date to the current date during the modification of the transaction.

3.1.2.1.1-126

The capability shall be provided to set an SF 50 Comment Code equal to P26 with the variable contained in this remark set equal to Empl Total Pay Amt if Empl Adjstd Basic Pay Amt is limited by the Salary Cap.

Pay Plan**Salary Cap REX2**

ES, AD, SL, ST, CA
GS, GM

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.1.1-127

The capability shall be provided to set an SF 50 Comment Code equal to P05 if the employee is Special Rate (Pay Rate Determinant equals 5, 6, or M).

3.1.2.1.1-128

The capability shall be provided to set an SF 50 Comment Code equal to P04 if the employee is being hired (NOAC = 100 - 199 or 500 - 599) under the Superior Qualifications Rate (Pay Rate Determinant equals 5 or 7) and the Pay Plan equals GS or GM.

3.1.2.1.1-129

The capability shall be provided to set SF 50: Signature date to the null value if an SF 50 is not required for this NOAC.

3.1.2.1.1-130

The capability shall be provided to set the SF 50 Comment Code equal to Y70 if the employee is being hired (NOAC 100 - 199 or 500 - 599), the Pay Rate Determinant equals 7, and the employee is Wage Board (NASA Classification Code equals 10000).

3.1.2.1.1-131

The capability shall be provided to set the SF 50 Comment Code equal to A17 if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4, or 5).

3.1.2.1.1-132

The capability shall be provided to set the SF 50 Comment Codes equal to P08 and P10 with the variable contained in this remark set equal to the amount of the annuity, and Y71 with the variable contained in this remark set equal to Empl Adjstd Basic Pay Amt if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4 or 5, A, C, or E) and the Pay Basis is not equal to WC (Without Compensation).

3.1.2.1.1-133

The capability shall be provided to change an SF 52 action into an SF 50 action.

3.1.2.1.1-134

The capability shall be provided to initialize to null Suspense Edit Bypass, Suspense Sequence, Combination, Print Status, and SF 52 Indicator when an SF 52 action is converted into an SF 50 action.

3.1.2.1.1-135

The capability shall be provided to deny conversion of an SF 52 action into an SF 50 action if the SF 52 Print Status is not set to P.

3.1.2.1.1-136

The capability shall be provided to set the SF 50 Comment Code equal to P78 with the variable contained in this remark set equal to the amount of the Retention Allowance if the employee is receiving a Retention Allowance prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E, SF 50/SF 52.

3.1.2.1.1-137

The capability shall be provided to set the SF 50 Comment Code equal to P70 with the variable contained in this remark set equal to the amount of the Retention Allowance if the employee is receiving a Retention Allowance as of the effective date of the action and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-138

The capability shall be provided to set the SF 50 Comment Code equal to P80 with the variable contained in this remark set equal to the amount of the Supervisory Diff if the employee is receiving a Supervisory Diff prior to the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-139

The capability shall be provided to set the SF 50 Comment Code equal to P72 with the variable contained in this remark set equal to the amount of the Supervisory Diff if the employee is receiving a Supervisory Diff as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-140

The capability shall be provided to set the SF 50 Comment Code equal to P79 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-141

The capability shall be provided to set the SF 50 Comment Code equal to P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-142

The capability shall be provided to set the SF 50 Comment Code equal to P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.1.1-143

The capability shall be provided to set the SF 50 Comment Code equal to P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-144

The capability shall be provided to set the SF 50 Comment Code equal to P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-145

The capability shall be provided to set the SF 50 Comment Code equal to M67 when the NOAC is in the range 300-399 except NOAC 350 or the fourth character of the NOAC is "T."

3.1.2.1.1-146

The capability shall be provided to modify the SSN on all unmatured actions if the accession action (NOACs 100-199 or fourth character equals "A") is currently on the suspense file and is unmatured.

3.1.2.1.1-147

The capability shall be provided to set the SF 50 Comment Code equal to Y20 for a Firefighter (Occupational Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1**, ***A), conversions (5**), and awards (815, 816, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT * .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 * 1.%, where % = higher of the two locality rates found in TLOA) * .25rounded

3.1.2.1.1-148

The capability shall be provided to set the SF 50 Comment Code equal to P92 with the variable contained in this remark set equal to the locality payment percentage if the NOAC is 895 and the Adjusted Basic Pay is equal to Basic Pay plus LOA percent.

3.1.2.1.1-149

The capability shall be provided to set the SF 50 Comment Code equal to P93 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Pay Table Indicator is equal to L or W; and the Adjusted Basic Pay is equal to the Special Salary Rate.

3.1.2.1.1-150

The capability shall be provided to set the SF 50 Comment Code equal to P94 if the NOAC is 895 and the Adjusted Basic Pay is equal to the Basic Pay plus LEO/IGA percent except when Occupational Code equals 1811 and Grade equals 3 through 10.

3.1.2.1.1-151

The capability shall be provided to set the SF 50 Comment Code equal to P95 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Occupational Code is equal to 1811; and the Adjusted Basic Pay is equal to Basic Pay plus LEO/IGA percent.

3.1.2.1.1-152

The capability shall be provided to set the SF 50 Comment Code equal to P96 if the NOAC is 895 and the Pay Rate Determinant changes from 5, 6, E, or F to M.

3.1.2.1.1-153

The capability shall be provided to change the effective date of a suspended transaction. This capability will include automatic resetting of all dates previously set based on Effective Date (as outlined in Paragraphs 3.1.2.1.2 and 3.1.2.1.3) to the new Effective Date and the initiation of the change function.

3.1.2.1.1-154

The capability shall be provided for each installation to identify local data elements as required input versus optional input during personnel actions processing (PERACT). The selection of data elements as required input can be made for those fields identified as modifiable for a NOAC.

3.1.2.1.1-155

The capability shall be provided to set the SF 50 Comment Code to P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay and NOAC NE 819 and the employee is not receiving an Award: Amount, and NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-156

The capability shall be provided to set an SF 50 Comment Code equal to Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Anl Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

3.1.2.1.1-157

For efficiency and for assuring that only data which is required or needed and valid is entered for each NOAC, the capability shall be provided to control whether a data element is required, optional, or closed for data entry per screen, per NOAC. Any data element whose value is generated by the system shall be listed in Appendix B.

3.1.2.1.2 Field Conditional Processes

The following paragraphs specify the requirements for Field Conditional Processes.

3.1.2.1.2-200

The capability shall be provided to generate specific values for the following fields based on the modification of other fields if the new value is null when creating or modifying a transaction. The fields and values will be set as defined in the following paragraphs.

3.1.2.1.2-201

The capability shall be provided to set Grade: Current Date to the Effective Date of the action if an employee's Grade: Current changes and the action being processed is not a correction or cancellation.

3.1.2.1.2-202

The capability shall be provided to set New Supervisor Date to the Effective Date and New Supervisor End Date to the Effective Date plus one year when an employee's Supervisory Code changes to 2 from something other than 2.

3.1.2.1.2-203

The capability shall be provided to initialize to null New Supervisor Date and New Supervisor End Date when an employee's Supervisory Code changes from 2 to any non-blank value other than 2.

3.1.2.1.2-204

The capability shall be provided to set the Nature of Action and Legal Authority descriptions based on the Nature of Action and Legal Authorities entered by the user in accordance with table TNOAC and TAUTH included in Appendix J.

3.1.2.1.2-205

The capability shall be provided to set Title: Local, Title: NASA, and Title: OPM on any change to Occupational Code, NASA Classification Code, Supervisory Code, or Title Code in accordance with table TTITLE included in Appendix J.

3.1.2.1.2-206

The capability shall be provided for the Retirement: Optional Date and Retirement: Discontinued Date to be recalculated on any change in Date of Birth, Empl Svc Cmptn Rtrmnt Date (SCD: Retirement), or Retirement Plan as follows, except if the action being processed is a 971A, 972, or 973T.

If Retirement Plan = 1 or C

Retirement: Optional Date = Earliest of 1, 2, or 3

1. The latest date of
 - Date of Birth + 62 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 5 yrs
(SCD: Retirement)
2. The latest date of
 - Date of Birth + 60 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
3. The latest date of
 - Date of Birth + 55 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 30 yrs
(SCD: Retirement)

Retirement: Discontinued Date = Earliest of 1 or 2

1. The latest date of
 - Date of Birth + 50 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
2. Empl Srvc Cmptn Rtrmnt Date + 25 yr
(SCD: Retirement)

If Retirement Plan = K

Retirement: Optional Date = Earliest of 1, 2, or 3

1. The latest date of
 - Date of Birth + 62 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 5 yrs
(SCD: Retirement)

2. The latest date of

- Date of Birth + 60 yrs
- Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)

3. The latest date of

- If Date of Birth < 1948
Date of Birth + 55 years
- If Date of Birth = 1948
Date of Birth + 55 years and 2 months
- If Date of Birth = 1949
Date of Birth + 55 years and 4 months
- If Date of Birth = 1950
Date of Birth + 55 years and 6 months
- If Date of Birth = 1951
Date of Birth + 55 years and 8 months
- If Date of Birth = 1952
Date of Birth + 55 years and 10 months
- If 1952 < Date of Birth < 1965
Date of Birth + 56 years
- If Date of Birth = 1965
Date of Birth + 56 years and 2 months
- If Date of Birth = 1966
Date of Birth + 56 years and 4 months
- If Date of Birth = 1967
Date of Birth + 56 years and 6 months
- If Date of Birth = 1968
Date of Birth + 56 years and 8 months
- If Date of Birth = 1969
Date of Birth + 56 years and 10 months
- If Date of Birth > 1969
Date of Birth + 57 years

- Empl Srvc Cmptn Rtrmnt Date + 30 years
(SCD: Retirement)

Retirement: Discontinued Date = Earliest of 1 or 2

1. The latest date between
 - Date of Birth + 50 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
2. Empl Srvc Cmptn Rtrmnt Date + 25 yrs
(SCD: Retirement)

If Retirement Plan = 6, E, or M

Retirement: Optional Date = Earliest of 1 or 2

1. Date of Birth + 50 yrs
2. Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)

If the computed date is an invalid date, one day will be subtracted from the computed date until a valid date is computed.

In addition, the capability shall be provided to recalculate the Empl FERS Min Ret Date (FERS MRA) for FERS (Retirement Plan = K or M) employees on any change in Retirement: Optional Date, Date of Birth, Empl Srvc Cmptn Rtrmnt Date, or Retirement Plan, except if the action being processed is a 971A, 972, or 973T. The date shall be calculated as follows:

The latest date of

- If Date of Birth < 1948
Date of Birth + 55 years
- If Date of Birth = 1948
Date of Birth + 55 years and 2 months
- If Date of Birth = 1949
Date of Birth + 55 years and 4 months

- If Date of Birth = 1950
Date of Birth + 55 years and 6 months
- If Date of Birth = 1951
Date of Birth + 55 years and 8 months
- If Date of Birth = 1952
Date of Birth + 55 years and 10 months
- If 1952 < Date of Birth < 1965
Date of Birth + 56 years
- If Date of Birth = 1965
Date of Birth + 56 years and 2 months
- If Date of Birth = 1966
Date of Birth + 56 years and 4 months
- If Date of Birth = 1967
Date of Birth + 56 years and 6 months
- If Date of Birth = 1968
Date of Birth + 56 years and 8 months
- If Date of Birth = 1969
Date of Birth + 56 years and 10 months
- If Date of Birth > 1969
Date of Birth + 57 years
- Empl Svc Cmpnt Rtrmnt Date + 10 years

If Retirement: Optional Date is earlier than the date computed above, the Empl FERS Min Ret Date (FERS MRA) shall be set equal to the Retirement: Optional Date.

3.1.2.1.2-207

The capability shall be provided to set Degree: Highest Level, Degree: Highest Year, Degree: Highest Field to zero(s) if Educational Level is less than 10 or equal to 11 or 12.

3.1.2.1.2-208

The capability shall be provided to set WIG Date: Next and WIG: Waiting Period End Date to null if an employee changes to Pay Plans ES, EX, AD, ST, or CA.

3.1.2.1.2-209

The capability shall be provided to set the value of Non-NASA Appropriation Code based on any change to Non-NASA Project Line Item in accordance with values established at installation for Non-NASA Project Line Item Conversion.

3.1.2.1.2-210

The capability shall be provided to set FTE Line Item based on any change to Pay Plan, Tenure Code, Work Schedule, Position Code, Degree: Third Highest Level, or Empl Basic Pay Amt based on the values found in Table 3.1.2.1.2-1, FTE Line Item Criteria.

3.1.2.1.2-211

The capability shall be provided to set Empl Basic Pay Amt and Empl Sch Basic Pay Amt in accordance with table TSALSTEP, included in Appendix J, based on any change to Pay Table, Grade: Current, or Step for non-retained grade employees. The following criteria must also be met before these fields will be set.

- Action being processed must be an accession (1**, ***A), conversion (5**), 702, 703, 713, 721, 740, 741, 866, 892, 893, 894, 002, or 001.
- Employee's Pay Plan must not equal GM.
- Employee's Step must not equal 0.
- Employee's Pay Rate Determinant must equal 0, 5, 6, 7, C, or M.

3.1.2.1.2-212

The capability shall be provided to increase Empl Basic Pay Amt or Empl Sch Basic Pay Amt by an amount equivalent to 1/9 of the range specified in TSALSTEP for appropriate Pay Table when Pay Plan equals GM and NOAC equals 891 or 892. Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall not exceed the maximum amount specified in TSALSTEP for appropriate Pay Table.

3.1.2.1.2-213

The capability shall be provided to set Degree: Bachelor Year to zero if Degree: Highest Level is changing to a value not equal to Bachelors (B), Masters (M), or Doctorate (D).

TABLE 3.1.2.1.2-1 FTE LINE ITEM CRITERIA

FTE Line Item	Tenure	Position Code	Work Schedule Code	Special Criteria
1	1 or 2	0	F	*1
2	1 or 2	1	P, S, or T	*1
3	1 or 2	0	F	*2
4	1 or 2	1	P, S, or T	*2
5	1 or 2	6	F	
6	1 or 2	7	F	
7	1 or 2	8	P, S, or T	
8	1 or 2	5	I	*3
9	1 or 2	8	I	*3
10	0 or 3	1	F	
11	0 or 3	1	P, S, or T	
12	0 or 3	5	F	
13	0 or 3	5	P, S, or T	
14	0 or 3	5	I	*3
15	0	3	F	
16	0	3	P, S, or T	
17	0	3	I	*3
18	0 or 3	6	F	*6
19	0 or 3	7	F	
20	0	6	F	*4
21	0	8	P, S, or T	*4
22	0	5	I	*3 and 4
23	0	5	F	*4
26	any	2, 4	any	*5
27	any	any	any	*5

*1 COOP: Intended Degree Level equals G, N, U, P, or H

*2 COOP: Intended Degree Level equals I

*3 Empl Basic Pay Amt is greater than zero

*4 Pay Plan is equal to ES

*5 If none of the above criteria derives an FTE Line Item

*6 Pay Plan is not equal to ES

3.1.2.1.2-214

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 702, 703, 891, or 893 and the employee meets the following criteria.

- Permanent General Schedule employees (Pay Plan equals GS or GM and Position: Type equals 0, 2, 4, 5, 6, 7, or 8)
- Permanent Federal Wage System employees (NASA Classification Code equals 1**** and Position: Type equals 0, 1, 5, 6, 7, or 8)

General Schedule Calculation (Pay Plan GS):

If the employee's new Step equals 1, 2, or 3, then Wig Date: Next shall equal Effective Date plus 52 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 4, 5, or 6, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 7, 8, or 9, then WIG Date: Next shall equal Effective Date plus 156 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

General Schedule Calculation (Pay Plan GM):

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 4 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 52 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 4 and less than Step 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 7 and less than Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 156 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be set to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 891 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

Federal Wage System Calculation:

If the employee's new Step equals 1, then WIG Date: Next shall equal Effective Date plus 26 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 2, then WIG Date: Next shall equal Effective Date plus 78 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 3 or 4, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 5, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

Federal Wage System Calculation (Pay Plans XP, XL, XS, XD, XN):

If the employee's new Step equals 1, then WIG Date: Next shall equal Effective Date plus 26 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 2, then WIG Date: Next shall equal Effective Date plus 78 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 3, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

3.1.2.1.2-215

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 892 and the employee is General Schedule (Pay Plan equals GS or GM, or Pay Plan: Retained equals GS or GM).

Non-Retained Grade Calculation (Pay Plan GS):

If the employee's new Step equals 4 or 7, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Retained Grade Calculation (Pay Plan GS):

If the employee's new Step: Retained equals 4 or 7, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Step: Retained equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Non-Retained Grade Calculation (Pay Plan GM):

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 4 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 4 and less than Step 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 7 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 7 and less than Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step 10 of equivalent grade and step of Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Retained Grade Calculation (Pay Plan GM):

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step: Retained 4 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step: Retained 4 and less than Step: Retained 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step: Retained 7 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step: Retained 7 and less than Step: Retained 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step: Retained 10 of equivalent grade and step of Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 100, 101, 140, 141, or 170 and the employee meets the following criteria.

- Permanent General Schedule employees
- Permanent Federal Wage System employees (NAS Classification Code equals 1)

General Schedule Calculation (Pay Plan GS):

If the employee's new Step equals 1, 2, or 3, then WIG: Waiting Period End Date shall equal the Effective Date plus 52 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 4, 5, or 6, then WIG: Waiting Period End Date shall equal the Effective Date plus 104 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 7, 8, or 9, then WIG: Waiting Period End Date shall equal the Effective Date plus 156 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Federal Wage System Calculation:

If the employee's new Step equals 1, then WIG: Waiting Period End Date shall equal the Effective Date plus 26 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 2, then WIG: Waiting Period End Date shall equal the Effective Date plus 78 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 3 or 4, then WIG: Waiting Period End Date shall equal the Effective Date plus 104 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 5, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Federal Wage System Calculation (Pay Plans XP, XL, XS, XD, XN):

If the employee's new Step equals 1, then WIG: Waiting Period End Date shall equal the Effective Date plus 26 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 2, then WIG: Waiting Period End Date shall equal the Effective Date plus 78 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 3, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

3.1.2.1.2-217

The capability shall be provided for the Pay Rate Determinant to be determined on any change in Grade: Current or Step and the action being processed is not equal to 001 or 002 as follows.

If PRD equals 7, then PRD should be set to 0.

If PRD equals 5, then PRD should be set to 6.

3.1.2.1.2-218

The capability shall be provided to initialize to null Coop: Date Entered Program, Coop: Return to School Date, Coop: Return to Duty Date, Coop: Intended Degree Field, Coop: Intended Degree Level, Coop: Intended Graduation Year, Coop: School Code, and Coop: GPA if the NOAC is a conversion and the Position: Type changes from 0 or 1 to something other than 0 or 1 with optional override.

3.1.2.1.2-219

The capability shall be provided to set the TSP: Employee Status Code to "I" if the action being processed is an accession (1**, ***A), the Retirement Plan equals K, M, or N, and the SCD: Leave equals the Effective Date of action.

3.1.2.1.2-220

The capability shall be provided to generate Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four based on a hierarchical structure if the employee's Organization: Assigned code is identified as structured. This technique is demonstrated in Table 3.1.2.1.2-2. If the Organization: Assigned code is identified as a non-structured organization, NPPS shall use the user defined levels of Organization: Assigned codes associated with the employee's Organization: Assigned code to generate the different levels of organization titles. This technique is demonstrated in Table 3.1.2.1.2-3, Non-structured Organization.

TABLE 3.1.2.1.2-2 HIERARCHICAL STRUCTURED ORGANIZATION

User-specified default value for a hierarchical Structured Organization (may be any value) A111

Employee's Organization Assigned Code FD321

Organization Assigned Codes which will be generated by substituting the employee's Organization Assigned Code into the user-specified structure, contained in the brackets below, and the Sample Organization Titles that will be printed on the SF50

F[A111]	Mission Support Directorate	(Level 1)
FD[111]	Data Processing Systems Division	(Level 2)
FD3[11]	Communications Branch	(Level 3)
FD32[1]	Network Section	(Level 4)

The generation of Organization codes shall be discontinued when the employee's Organization Assigned matches the generated Organization code. The same logic as above shall be applied if the employee's Organization Assigned code is at the fifth level with the bottom four codes being used to generate titles to print on the SF 50.

TABLE 3.1.2.1.2-3 NON-STRUCTURED ORGANIZATION

Employee's Organization Assigned Code B5432

User-Specified Organization Assigned Codes and Titles to print on the SF 50 preceding the Employee's Organization Title

N9999
P1122
S3344

The four codes used for SF50 printing and sample Organization Titles

N9999	NPPS Directorate
P1122	Personnel Systems Division
S3344	SF 50 Branch
B5432	Organization Title Section

3.1.2.1.2-221

If the Performance Rating: Current in the master record is zero and the NOAC is 990, the capability shall be provided to set Performance Rating: Current equal to the input Performance Rating: Current, the Empl Crnt Rtng Efctv Date equal to the effective date of the personnel transaction, and the Performance Rating: Current Year to the input Performance Rating: Current Yr.

If the Performance Rating: Current in the master record is not zero, and the NOAC is 990, the capability shall be provided to set the performance rating fields as follows.

Performance Rating: Prior 3	=	Performance Rating: Prior 2
Performance Rating: Prior Yr 3	=	Performance Rating: Prior Yr 2
Empl Prior3 Rtng Efctv Date	=	Empl Prior2 Rtng Efctv Date
Performance Rating: Prior 2	=	Performance Rating: Prior 1
Performance Rating: Prior Yr 2	=	Performance Rating: Prior Yr 1
Empl Prior2 Rtng Efctv Date	=	Empl Prior1 Rtng Efctv Date
Performance Rating: Prior 1	=	Performance Rating: Current
Performance Rating: Prior Yr 1	=	Performance Rating: Current Yr
Empl Prior1 Rtng Efctv Date	=	Empl Crnt Rtng Efctv Date
Performance Rating: Current	=	Input Performance Rating: Current
Performance Rating: Current Yr	=	Input Performance Rating: Current Yr
Empl Crnt Rtng Efctv Date	=	Effective Date of Transaction
Empl Prior3 Rtng Ptrn Code	=	Empl Prior2 Rtng Ptrn Code
Empl Prior2 Rtng Ptrn Code	=	Empl Prior1 Rtng Ptrn Code
Empl Prior1 Rtng Ptrn Code	=	Empl Crnt Rtng Ptrn Code
Empl Crnt Rtng Ptrn Code	=	Inpt Rating Pattern Code

3.1.2.1.2-222

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.1.2-223

The capability shall be provided to compute Empl AUO Anl Amt by multiplying Empl Adjstd Basic Pay Amt by Empl AUO Pct when Empl AUO Pct is input by the user and to set Empl AUO Anl Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-224

The capability shall be provided to compute Empl AUO Pct (rounded to nearest whole percent) by dividing Empl AUO Anl Amt by Empl Adjstd Basic Pay Amt when Empl AUO Anl Amt is input by the user.

3.1.2.1.2-225

The capability shall be provided to compute Empl Bonus Rcrtmnt Amt when NOAC 815 is generated by multiplying Empl Basic Pay Amt by Empl Bonus Rcrtmnt Pct when Empl Bonus Rcrtmnt Pct is input by the user and to set Empl Bonus Rcrtmnt Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-226

The capability shall be provided to compute Empl Bonus Rcrtmnt Pct (rounded to nearest whole percent) when NOAC 815 is generated by dividing Empl Bonus Rcrtmnt Amt by Empl Basic Pay Amt when Empl Bonus Rcrtmnt Amt is input by the user.

3.1.2.1.2-227

The capability shall be provided to compute Empl Bonus Rlctn Amt when NOAC 816 is generated by multiplying Empl Basic Pay Amt by Empl Bonus Rlctn Pct when Empl Bonus Rlctn Pct is input by the user and to set Empl Bonus Rlctn Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-228

The capability shall be provided to compute Empl Bonus Rlctn Pct (rounded to nearest whole percent) when NOAC 816 is generated by dividing Empl Bonus Rlctn Amt by Empl Basic Pay Amt when Empl Bonus Rlctn Amt is input by the user.

3.1.2.1.2-229

The capability shall be provided to compute Retention Allowance by multiplying Empl Basic Pay Amt by Empl Rtnn Alwnc Pct when Empl Rtnn Alwnc Pct is input by the user and to set Retention Allowance to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-230

The capability shall be provided to compute Empl Rtnn Alwnc Pct (rounded to nearest whole percent) by dividing Retention Allowance by Empl Basic Pay Amt when Retention Allowance is input by the user.

3.1.2.1.2-231

The capability shall be provided to compute Empl Stfng Dfrntl Anl Amt by multiplying Empl Basic Pay Amt by Salary: Staffing Differential Percent when Salary: Staffing Differential Percent is input by the user and to set Empl Stfng Dfrntl Anl Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-232

The capability shall be provided to compute Salary: Staffing Differential Percent (rounded to nearest whole percent) by dividing Empl Stfng Dfrntl Anl Amt by Empl Basic Pay Amt when Empl Stfng Dfrntl Anl Amt is input by the user.

3.1.2.1.2-233

The capability shall be provided to compute Supervisory Diff by multiplying Empl Basic Pay Amt by Empl Sprvsry Dfrntl Pct when Empl Sprvsry Dfrntl Pct is input by the user and to set Supervisory Diff to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-234

The capability shall be provided to compute Empl Sprvsry Dfrntl Pct (rounded to nearest whole percent) by dividing Supervisory Diff by Empl Basic Pay Amt when Supervisory Diff is input by the user.

3.1.2.1.2-235

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt and to set Empl Tot Pay to zero when Empl Basic Pay is set to zero.

3.1.2.1.2-236

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt, Empl Sch Basic Pay Amt, or Empl Lclty Adjstmnt Ind when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record

4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.1.2-237

The capability shall be provided to set Empl Lclty Adjstmnt Ind in accordance with table TLOA based on any change to Duty Station, Occupational Code, or Pay Plan. Empl Lclty Adjstmnt Anl Amt will be recomputed on all personnel actions except NOACs 800 (Change in Data Element) or 899 (Step Adjustment).

3.1.2.1.2-238

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt and to set Empl Othr Pay Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-239

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero and to set Empl Sch Adjstd Basic Pay Amt, Empl Sch Basic Pay

Amt, and Empl Lclty Adjstmnt Anl Amt to zero when Empl Basic Pay Amt is set to zero by the user.

3.1.2.1.2-240

The capability shall be provided to set the Award: Amount equal to Empl Bonus Rcrtmnt Amt when the NOAC is equal to 815, Empl Bonus Rlctn Amt when the NOAC is equal to 816, or Salary: Foreign Language Annual Amount when the NOAC is equal to 873.

3.1.2.1.2-241

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff on each pay adjustment.

3.1.2.1.2-242

The capability shall be provided to compute the Gross Award: Amount for an On the Spot Cash Award (NOAC 877 and Legal Authority Code: 1 = V3F) based on the net amount of the award as follows.

Award: Amount

*Net Amount of Award / (1 - .28 - A - B - C - D)

Where:

A = Statutory OASDI rate in table TRETIR, Appendix J

B = Statutory HIT rate, in table TRETIR, Appendix J

C = On the Spot Awards stae tax rate / 100, in table TTAX, Appendix J

D = On the Spot Awards city tax rate / 100, in table TTAX, Appendix J

* If the result of the computation is not a whole dollar amount, the federal tax withholding shall be rounded to bring the net award amount to a whole dollar.

3.1.2.1.2-243

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if NOAC is 721 and the employee's Pay Plan changes from GM to GS.

General Schedule Calculation:

If the employee's new Step equals 1, 2, or 3, then WIG Date: Next shall equal Last Equiv Incr Date plus 52 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 4, 5, or 6, then WIG Date: Next shall equal Last Equiv Incr Date plus 104 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 7, 8, or 9, then WIG Date: Next shall equal Last Equiv Incr Date plus 156 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the Last Equiv Incr Date is blank, do not recalculate dates.

3.1.2.1.2-244

The capability shall be provided to set Pay Rate Determinant to "M" based on NOAC equal 895; Pay Rate Determinant equal 5, 6, E, or F; Pay Table Indicator equal W; and Empl Locality Adj Amt greater than zero when Adjusted Annual Rate of Basic Pay is computed using Worldwide/Nationwide special rates and effective date is not greater than 01/09/1994.

3.1.2.1.2-245

The capability shall be provided to disallow entry of WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 107, 115, 117, 120, 122, 124, 171, 507, 515, 517, 520, 522, 524, or 571 and Pay Plan is GS.

3.1.2.1.2-246

The capability shall be provided to disallow the processing of a NOAC 990 action if the Effective Date of the action is the same as Empl Crnt Rtng Efctv Date, Empl Prior1 Rtng Efctv Date, Empl Prior2 Rtng Efctv Date, or Empl Prior3 Rtng Efctv Date.

3.1.2.1.2-247

The capability shall be provided to display an informative message if a NOAC 990 action is being processed and the input Performance Rating: Current Yr is equal to Performance Rating: Current Yr, Performance Rating: Prior Yr 1, Performance Rating: Prior Yr 2, or Performance Rating: Prior Yr 3.

3.1.2.1.2-248

The capability shall be provided to set Pay Basis as follows based on the employee's Pay Plan.

Pay Plan		Pay Basis
AD		PA
AU		PA
CA		PA
ED		PD
EF		PD
EH		PD
ES		PA
EX		PA
FN		PA
GM		PA
GS		PA
SL		PA
ST		PA
WB		PH
WD		PH
WG		PH
WL		PH
WM		PH
WN		PH
WS		PH
WT		PH
WW		PH
XD		PH
XL		PH
XN		PH
XP		PH
XS		PH
ZZ		WC

3.1.2.1.2-249

The capability shall be provided to prevent processing a NOAC 819 availability pay action on an employee who is receiving an AUO Amount.

3.1.2.1.2-250

The capability shall be provided to prevent processing a NOAC 818 AUO action on an employee who is receiving availability pay.

3.1.2.1.2-251

The capability shall be provided to compute Availability Pay: Annual Amt (if employee is not currently receiving availability pay) when a NOAC 819 is generated. Availability pay will equal the employee's current Adj Basic Pay of record multiplied by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.1.2-252

The capability shall be provided to set Availability Pay: Annual Amt to null (if employee is currently receiving availability pay) when a NOAC 819 is generated.

3.1.2.1.2-253

The capability shall be provided to set Availability Pay: Annual Amt to null when a NOAC 001 cancellation is processed against a NOAC 819 availability pay action.

3.1.2.1.2-254

The capability shall be provided to recompute Availability Pay: Annual Amt when Adj Basic Pay changes by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.1.2-255

The capability shall be provided to recalculate Empl Basic Pay Amt, Empl Sch Basic Pay Amt, Empl Lclty Adjstmnt Anl Amt, Empl Sch Lclty Adjstmnt Anl Amt, Empl Adjstd Basic Pay Amt, Empl Sch Adjstd Basic Pay Amt, Empl Othr Pay Amt, Empl Tot Pay Amt, and Empl Sch Tot Pay Amt for a suspended personnel action when one of the following data elements are rekeyed.

Pay Plan, Occupational Code, Grade: Current, Step, Pay Rate Determinant,
Duty Station Code, Pay Table

If the following SF 50 Comment Codes are contained in the action being amended, their variables shall also be recalculated: P10, P26, P70, P71, P72, P81, P85, P99, Y20, Y35, and Y71.

3.1.2.1.3 NOAC Dependent Processes

The following paragraphs specify the requirements for NOAC Dependent Processes.

3.1.2.1.3-300

The capability shall be provided to set the following fields with values based on NOACs if the new value is null when creating or modifying a transaction. The NOACs and values will be set as follows.

	Fields	Value Source
3.1.2.1.3-301	NOACs: Accessions (1**, ***A) Agency Code: Employing Duty Station Code EOD Date Empl Srvc Cmpn Rtrmnt Date(Except 971A) (SCD: Retirement) TSP: Separation Code TSP: Separation Date	Value based on Installation Value based on Installation Effective Date of Action SCD: Leave Initialized to null Initialized to null
3.1.2.1.3-302	NOACs: 101 Last Equiv Incr Date Probationary End Date SCD: Leave SCD: NASA TSP: SCD Tenure Beginning Date Tenure Ending Date SF 50: Comment Code 1 SF 50: Comment Code 2 FERS: Coverage TSP: Employee Status Date	Effective Date of Action Effective Date of Action + 1 yr Effective Date of Action Effective Date of Action Effective Date of Action Effective Date of Action Effective Date of Action + 3 yr M01 T10 A Effective Date of Action
3.1.2.1.3-303	NOACs: 292 Coop: Return To Duty Furlough NTE Date LWOP: NTE Date Sabbatical NTE Date Suspension NTE Date	Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null

	Fields	Value Source
3.1.2.1.3-304	NOACs: Separations (3**, ***T except 973T) Duty Status TSP Separation Date TSP Separation Code Appointment: NTE Date Conversion: NTE Date Empl Rdctn In Frc NTE Date Followup Code (1-8) Followup Code Date (1-8) Furlough NTE Date LWOP: NTE Date LWP: NTE Date Position: Change NTE Date Promotion NTE Date Retention Alw: NTE Date Sabbatical Leave NTE Date Empl SES Prbtnry End Date Suspension: NTE Date SVC Agreement: NTE Date	Z Effective Date of Action Value set in accordance with table TTSPSEP included in Appendix J Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null
3.1.2.1.3-305	NOACs: 350 Departure Destination Departure Reason	9 X
3.1.2.1.3-306	NOACs: 460 Coop: Return to School	Initialized to null
3.1.2.1.3-307	NOACs: Conversion (5**) Appointment: NTE Date excluding 508, 515, 517, 522, 548, 549, 571 Furlough NTE Date Position Change NTE Promotion NTE Date Sabbatical NTE Date Suspension NTE Date	Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null
3.1.2.1.3-308	NOACs: 500, 501 Appointment: Hour Limit	Initialized to null

	Fields	Value Source
3.1.2.1.3-309	NOACs: 702, 703 Last Equiv Incr Date Last Promotion Date Grade: Highest	Effective Date of Action Effective Date of Action Grade: Current (if higher) and no change in Pay Plan
3.1.2.1.3-310	NOACs: 702 Promotion NTE Date	Initialized to null
3.1.2.1.3-311	NOACs: 713 Promotion NTE Date	Initialized to null
3.1.2.1.3-312	NOACs: 740 Position Change NTE	Initialized to null
3.1.2.1.3-313	NOACs: 891, 893 Last Equiv Incr Date	Effective Date of Action
3.1.2.1.3-314	NOACs: 932 Detail: NTE Date Detail: Duty Station Code Detail: Grade Detail: Installation Located Detail: NASA Classification Code Detail: Occupational Code Detail: Organization Assigned Detail: Pay Plan Detail: Position Desc Num Detail: Title NASA Detail: Title OPM	Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null
3.1.2.1.3-315	NOACs: 108, 115, 117, 122, 148, 149, 171, 508, 515, 517, 522, 548, 549, 571, 760, 761 Appointment: NTE Date	Nature of Action: NTE

	Fields	Value Source
3.1.2.1.3-316	NOACs: 450 Suspension: NTE Date	Nature of Action: NTE
3.1.2.1.3-317	NOACs: 460, 773 LWOP: NTE Date	Nature of Action: NTE
3.1.2.1.3-318	NOACs: 462 LWP: NTE Date	Nature of Action: NTE
3.1.2.1.3-319	NOACs: 472, 772 Furlough: NTE Date	Nature of Action: NTE
3.1.2.1.3-320	NOACs: 480 Sabbatical: NTE Date	Nature of Action: NTE
3.1.2.1.3-321	NOACs: 703, 769 Promotion: NTE Date	Nature of Action: NTE
3.1.2.1.3-322	NOACs: 741, 770 Position Change: NTE	Nature of Action: NTE
3.1.2.1.3-323	NOACs: 930C, 930U, 931 Detail: Ending Date	Nature of Action: NTE
3.1.2.1.3-324	NOAC: 755 Duty Status	X
3.1.2.1.3-325	NOACs: 312, 330, and 356 Severance \$ Limit	Equal dollar amount from variable input for SF 50 Remark Code N22
3.1.2.1.3-326	NOAC: 971A	Initialize to null all fields except: NOAC NTE; NOAC 2; AUTH 1; AUTH 2; OPM TTL; TITLE CODE; NASA TTL; DOB; NAME; ORGA; ORGL; DUTY STN; ED LEVEL; YR DEG; ACAD DISC; CITIZENSHIP; AGENCY CODE; SF50 FIELDS; SEX; DUTY STS; EMP IND; EOD; LOCAL TITLE

OUTPUTS

The following outputs shall result from the Personnel Action process.

3.1.2.1-500

Generation of a suspended personnel transaction for each personnel action consisting of the transaction as specified in Appendix B.

3.1.2.2 Planning Actions

NPPS shall provide the capability for advance preparation of five specific personnel actions. The following Personnel Actions shall be created and suspended for future maturation.

- NOAC 893 - Within Grade (WIG) Increase
- NOAC 891 - GM Within Grade (WIG) Increase
- NOAC 880 - Changes in Tenure
- NOAC 943 - Changes in TSP Eligibility
- NOAC 991 - Miscellaneous (Extension of WIG Date: Next

All information required for processing shall be available from the database or be system generated. Eligible employees shall be selected based upon Eligibility Beginning and Ending Dates provided by the user. The Source of all Planning Actions shall be set to P. Informative messages shall be provided to the user whenever an error condition occurs preventing the transaction from being applied to the database or when matching SSNs on the suspense file are in an error status. All transactions with matching SSNs on the suspense file with a higher Effective Date than the planning actions being generated will be listed and set to an error status. Refer to Core Report 903 included in Appendix G.

3.1.2.2.1 Within Grade Increase

NPPS shall provide the capability to produce a suspended transaction (NOACs 891, 893) for each eligible employee based upon a user-supplied beginning and ending date range as follows.

INPUTS

The inputs for Within Grade Increase are included in Appendix C, Planning Action Inputs.

PROCESSES

3.1.2.2.1-100

The capability shall be provided to determine an employee's eligibility criteria for a WIG increase as follows.

- Permanent General Schedule employees (Pay Plan equals GS or GM and Position: Type equals 0, 1, 2, 4, 5, 6, 7, or 8)
- Permanent General Schedule employees who are retained grade (Pay Rate Determinant equals A, B, E, F, or M, Pay Plan: Retained equals GS or GM, and Position: Type equals 0, 1, 6, 7, or 8)
- Permanent Federal Wage System employees (NASA Classification Code equals 0000 and Position: Type equals 0, 1, 5, 6, 7, or 8)
- WIG Date: Next must be equal to or between selection beginning and ending dates supplied by the user
- Pay Rate Determinant must equal 0, 5, 6, 7, A, B, C, E, F, or M
- Employees must be active (Duty Status not equal to Z)

3.1.2.2.1-101

The capability shall be provided to calculate LWOP: WIG Max Allow Hours for an employee as follows using Step for non-Retained Grade employees (Pay Rate Determinant 0, 5, 6, 7, or M) and using Step: Retained for Retained Grade employees (Pay Rate Determinant equals A, B, E, F, or M).

General Schedule Employee

GM	GS	Part-Time Emp***	Full-Time Emp
Empl Basic Pay Amt or Empl Sch Basic Pay Amt < Step 4 of equiv. grade/step of Pay Table Rate	Step 1-3	Part-Time Hours	80
Empl Basic Pay Amt or Empl Sch Basic Pay Amt \geq Step 4 and < Step 7 of equiv. grade/step of Pay Table Rate	Step 4-6	Part-Time Hours * 2	160
Empl Basic Pay Amt or Empl Sch Basic Pay Amt \geq Step 7 and < Step 10 of equiv. grade/step of Pay Table Rate	Step 7-9	Part-Time Hours * 3	240

Federal Wage System Employee

	Part-Time Emp***	Full-Time Emp
Step 1	Part-Time Hours/2	40
Step 2	(Part-Time Hours/2) * 3	120
Step 3-4**	Part-Time Hours * 2	160

** For Pay Plans that have more than 3 steps.

*** Work Schedule = P, S, or T.

3.1.2.2.1-102

The following capabilities shall apply if LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours.

WIG: Waiting Period End Date shall be recalculated by converting the excess hours into days by dividing by 8 and rounding up. Total days will be added to WIG: Waiting Period End Date not including Saturday or Sunday.

A suspended (NOAC 893 or 891) transaction shall be created if the extended WIG: Waiting Period End Date is less than WIG: Date Next.

If WIG: Waiting Period End Date is greater than or equal to WIG Date: Next, WIG Date: Next shall be set equal to the next pay period beginning date after the extended WIG: Waiting Period End Date.

A suspended (NOAC 893 or 891) transaction shall be created if the extended WIG Date: Next is still within the requested date range.

A suspended (NOAC 991) transaction shall be created with Effective Date equal to the current date if the extended WIG Date: Next is outside of the requested date range. This transaction will set WIG Date: Next equal to the extended date.

The following values shall be set during the creation of all WIG Increases (NOAC 893).

3.1.2.2.1-103

Effective Date shall be set to WIG Date: Next.

3.1.2.2.1-104

Value of Step shall be increased by one for non-Retained Grade employees or the value of Retained: Step shall be increased by one for Retained Grade employees whose Pay Plan is not equal to GM.

3.1.2.2.1-105

Empl Basic Pay Amt and Empl Sch Basic Pay Amt shall be set according to the employee's Grade, Step, and appropriate Pay Table for non-Retained Grade employees or Retained: Grade, Retained: Step, and appropriate Pay Table for Retained: Grade employees as specified in table TSALSTEP in Appendix J for employees whose Pay Plan is not equal to GM.

For employees whose Annuitant Indicator equals 1, 4, or 5 and Pay Plan equals GS, the Empl Sch Basic Pay Amt (Scheduled Basic Pay) shall be increased in accordance with TSALSTEP. Empl Basic Pay Amt (Basic Pay) shall be set to Scheduled Basic Pay minus the annuity (old Sch Basic Pay minus old Basic Pay Amt).

For employees whose Pay Plan equals GM, Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall be increased by an amount equivalent to 1/9 of the range specified in |

TSALSTEP for appropriate Pay Table. Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall not exceed maximum amount specified in TSALSTEP for appropriate Pay Table.

For employees whose Annuitant Indicator equals 1, 4, or 5 and Pay Plan equals GM, the Scheduled Basic Pay shall be set as above. Basic Pay shall be set to Scheduled Basic Pay minus the annuity (old Sch Basic Pay minus old Basic Pay Amt).

3.1.2.2.1-106

Last Equiv Incr Date shall be set to Effective Date.

3.1.2.2.1-107

LWOP: WIG Susp Hours shall be set equal to LWOP: WIG Hours.

3.1.2.2.1-108

Legal Authority Code: 1 for NOAC 893 shall be set to Q7M for General Schedule employees and VUL for Federal Wage System employees. Legal Authority Code: 2 shall be set to VLJ for Retained Grade General Schedule employees.

Legal Authority Code: 1 for NOAC 891 shall be set to Z2P for GM employees.

3.1.2.2.1-109

The new WIG Date: Next shall be determined as follows using Step for non-Retained Grade employees and using Step: Retained for Retained Grade employees.

General Schedule (Pay Plan GS)		Federal Wage System (Pay Plans W*)	
Step	Action	Step	Action
1-3	Add 52 weeks	1	Add 26 weeks
4-6	Add 104 weeks	2	Add 78 weeks
7-9	Add 156 weeks	3-4	Add 104 weeks
10	Initialize to null	5	Initialize to null

Federal Wage System (Pay Plans XP, XL, XS, XD, XN)	
Step	Action
1	Add 26 weeks
2	Add 78 weeks
3	Initialize to null

**GM Employees
(Pay Plan GM)**

	Action
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt < Step 4 of equiv. grade/step of Pay Table Rate	Add 52 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt \geq Step 4 and < Step 7 of equiv. grade/step of Pay Table Rate	Add 104 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt \geq Step 7 and < Step 10 of equiv. grade/step of Pay Table Rate	Add 156 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt = Step 10 of equiv. grade/step of Pay Table Rate	Initialize to null

3.1.2.2.1-110

WIG: Waiting Period End Date shall be set to the new WIG Date: Next minus 1, unless WIG Date: Next is null; in which case, WIG: Waiting Period End Date shall also be set to null.

3.1.2.2.1-111

SF 50 Signature Date shall be set equal to Effective Date minus two.

3.1.2.2.1-112

SF 50 Comment Code equal to P13 with the variable contained in this remark set equal to LWOP: WIG Excess Hours shall be set if the employee's WIG has been delayed due to excess LWOP.

3.1.2.2.1-113

SF 50 Comment Code equal to P14 shall be set for General Schedule (Pay Plan = GS or GM) employees.

3.1.2.2.1-114

SF 50 Comment Code equal to P05 shall be set if the employee's Pay Rate Determinant is equal to 5, 6, or M.

3.1.2.2.1-115

SF 50 Comment Code equal to X46 with the first variable contained in this remark set equal to Step: Retained and the second variable contained in this remark set equal to Grade: Retained shall be set if the employee is retained grade.

3.1.2.2.1-116

Pay Rate Determinant shall be determined as follows.

If PRD equals 7, then PRD shall be set to 0.

If PRD equals 5, then PRD shall be set to 6.

3.1.2.2.1-117

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan	Salary Cap REX2
ES, AD, SL, ST, CA	Ex Lev III Salary
GS, GM	Ex Lev IV Salary

3.1.2.2.1-118

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)

3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.2.1-119

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.2.1-120

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt.

3.1.2.2.1-121

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff for each 893 WIG.

3.1.2.2.1-122

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.2.1-123

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar) for each 891/893 WIG.

OUTPUTS

The following outputs shall result from the WIG Increase process.

3.1.2.2.1-200

Generation and suspension of a WIG Increase (NOAC 893 or 891) or miscellaneous action (NOAC 991) for each employee record meeting the eligibility criteria.

3.1.2.2.1-300

All available data necessary to print the SF 50 as defined in Paragraph 3.1.2.4 and AppendixE.

3.1.2.2.1-400

Creation of the Leave Without Pay (LWOP) Report in accordance with Core Report 356 included in Appendix G shall be scheduled by the Within Grade Planning Actions process.

3.1.2.2.2 Changes in Tenure

NPPS shall provide the capability to produce a suspended transaction (NOAC 880) for each eligible employee based upon a user-specified beginning and ending date range as follows.

INPUTS

The inputs for the Changes in Tenure process are listed in Appendix C.

PROCESSES

3.1.2.2.2-100

The capability shall be provided to determine an employee's eligibility criteria for transaction creation as follows.

- Employee must be Career or Career Conditional (Tenure Code equals 2)
- Employee is not Senior Executive Service (Pay Plan not equal to ES)
- Tenure Ending Date must be equal to or between the selection beginning and ending dates supplied by the user
- Employee must be active (Duty Status not equal to Z)

The capability shall be provided to create a Change in Tenure transaction for each eligible employee as follows.

3.1.2.2.2-101

Effective Date shall be set equal to Tenure Ending Date value plus one day.

3.1.2.2.2-102

SF 50: Approval Date shall be set equal to Effective Date minus two days.

3.1.2.2.2-103

Tenure Code shall be set to one.

3.1.2.2.2-104

Tenure Ending Date shall be retained.

3.1.2.2.2-105

Tenure Beginning Date shall be retained.

3.1.2.2.2-106

If employee is Excepted Service (Position Occupied = 2),

Legal Authority Code: 1 shall be set to PKM
An SF 50 Comment Code shall be set to E03

Else,

Legal Authority Code: 1 shall be set to PGM
An SF 50 Comment Code shall be set to E04 when the number of days between
Tenure Beginning Date and Tenure Ending Date equals 365 days inclusive of
Tenure Ending Date or 366 days for leap year.

or

Legal Authority Code: 1 shall be set to KMM
An SF 50 Comment Code shall be set to T07 with the variables contained in this
remark set equal to Tenure Beginning Date and Tenure Ending Date

3.1.2.2.2-107

SF 50 Comment Code equal to P05 shall be set if the employee's Pay Rate Determinant is
equal to 5, 6, or M.

OUTPUTS

The following outputs shall result from the Changes in Tenure process.

3.1.2.2.2-200

Generation and suspension of NOAC 880 for each employee record meeting the eligibility
criteria.

3.1.2.2.2-300

All available data necessary to print the SF 50 as defined in Paragraph 3.1.2.4 and
AppendixE.

3.1.2.2.3 Thrift Savings Plan Eligibility

NPPS shall provide the capability to produce a suspended TSP Eligibility transaction (NOAC 943) for each eligible employee based on a user-supplied beginning and ending date range.

INPUTS

The inputs for TSP Eligibility are listed in Appendix D, Personnel Mass Action Inputs.

PROCESSES

3.1.2.2.3-100

The capability shall be provided to determine an employee's eligibility criteria for transaction creation as follows.

- TSP: Eligibility Date must be equal to or between the selection beginning and ending dates supplied by the user.
- Employee must be active (Duty Status not equal to Z).

The capability shall be provided for the following in the creation of a TSP Eligibility transaction for each employee.

3.1.2.2.3-101

Effective Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-102

TSP: Employee Status Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-103

TSP: Eligibility Date shall be initialized to null.

3.1.2.2.3-104

TSP: Employee Status Code shall be set equal to E.

OUTPUTS

The following outputs shall result from the TSP Eligibility process.

3.1.2.2.3-200

Generation and suspension of NOAC 943 for each employee record meeting the eligibility criteria.

3.1.2.2.3-300

Creation of a TSP Letter for each eligible employee in accordance with Core Report 254 at user's option.

3.1.2.3 Personnel Mass Actions

NPPS shall provide the capability to generate the following suspended personnel transactions for a user-defined group of employees.

- Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignment (NOAC 790)
- Awards (NOACs 874, 875, 876, 877, 878, 879, 885, 987, 988, and 989)
- Performance Ratings (NOAC 990)
- Annual Comparability Increases (ACI) (NOAC 894)
- NASA Class Codes (NOAC 920)
- Changes in Organization Name (NOAC 925)
- FEHB Plan Codes (NOAC 942)
- TSP Change (NOAC 943)
- Locality Payment (NOAC 895)
- Duty Station (NOAC 792)
- Change in Appropriation (NOAC 954)
- Miscellaneous (NOAC 991)
- Return to Duty (NOAC 292)

The following paragraphs specify requirements pertaining to the NOACs listed previously.

3.1.2.3-100

The capability shall be provided to select active employees (Duty Status is not equal to Z) for processing through mass actions.

3.1.2.3-101

The capability shall be provided to set Nature of Action and Legal Authority descriptions based on the values specified in table TNOAC and TAUTH included in Appendix J.

3.1.2.3-102

The capability shall be provided to set the SF 50: Approval Date equal to the Effective Date minus two days for all mass actions.

3.1.2.3-103

The capability shall be provided for a mass action process to generate only one suspended action of the same type for the same employee.

3.1.2.3-104

The capability shall be provided to perform field edits on all inputs made by the user as specified in Appendix I.

3.1.2.3-105

The capability shall be provided to select a value for SF 50 signatures from core table TSIGNAT based on the SF 50: Signature Code input. The SF 50: Signature Code shall be set equal to 1 as a default for all mass actions.

3.1.2.3-106

The capability shall be provided to set SF 50: Required to N when the user has specified to print Core Report 151 (Approved Action not Requiring an SF 50) for those mass actions where this option is available.

3.1.2.3.1 Transfer Mass Action

NPPS shall provide the capability to generate a suspended Termination-Appt-IN (NOAC 352) for each employee specified by the user.

INPUTS

The inputs for the Transfer Mass Action are listed in Appendix D.

PROCESSES

3.1.2.3.1-100

The capability shall be provided to set the Duty Status equal to Z.

3.1.2.3.1-101

The capability shall be provided to set the TSP: Separation Code in accordance with table TTSPSEP included in Appendix J.

3.1.2.3.1-102

The capability shall be provided to set the TSP: Separation Date equal to the Effective Date of the Termination-Appt-IN.

3.1.2.3.1-103

The capability shall be provided to set the Source of each action to T, indicating that the Transfer Mass Action process created the transaction.

3.1.2.3.1-104

The capability shall be provided to automatically append the Agency Code: Transferred To at the end of the Nature of Action description.

OUTPUTS

The following output shall result from the Transfer Mass Action process.

3.1.2.3.1-200

Suspended NOAC 352 for each employee specified by the user.

3.1.2.3.2 Furlough Mass Action

NPPS shall provide the capability to generate a suspended Furlough (NOAC 471), Furlough NTE (NOAC 472), Furlough Military (NOAC 473), or Extension of Furlough NTE (NOAC 772) for each employee specified by the user.

INPUTS

The inputs for the Furlough Mass Actions are listed in Appendix D.

PROCESSES

3.1.2.3.2-100

The capability shall be provided to set an SF 50 Comment Code equal to M72 if the NOAC being processed is 471, 472, or 473.

3.1.2.3.2-101

The capability shall be provided to set an SF 50 Comment Code equal to M73 if the NOAC being processed is 471.

3.1.2.3.2-102

The capability shall be provided to set the Nature of Action: 1 NTE Date equal to the Furlough NTE Date entered by the user if the NOAC being processed is 472 or 772.

3.1.2.3.2-103

The capability shall be provided to set Duty Status equal to M if the NOAC being processed is 473.

3.1.2.3.2-104

The following field edits shall be applied for NOACs 472 and 772: Duty status must be equal to D, F, X, Y, or blank and Furlough NTE Date must be equal to or greater than the Effective Date.

3.1.2.3.2-105

NPPS shall provide the capability to generate a suspended Furlough (NOAC 471) for employees whose Duty Status is equal to D, X, or Y, and Work Schedule Code is equal to F, P, S, or T based on one of the following selections by the user.

- Any employee whose Organization: Assigned is equal to a user specified Organization: Assigned

- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive
- Employees that are specified by SSN
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified

3.1.2.3.2-106

NPPS shall provide the capability to generate a Furlough NTE (NOAC 472) for employees whose Duty Status is equal to D, X or Y, and Work Schedule Code is equal to F, P, S, or T, and an Ext of Furlough NTE (NOAC 772) action for employees whose Duty Status is equal to D, F, X, or Y, and Work Schedule Code is equal to F, P, S, or T based on one of the following selections by the user.

- Any employees whose Organization: Assigned is equal to user specified Organization: Assigned.
- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive.
- Employees that are specified by SSN.
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified.

3.1.2.3.2-107

The capability shall be provided to set Duty Status equal to the Duty Status found in the employee's record if no Duty Status is input for NOACs 472 Furlough NTE and 772 Ext of Furlough NTE.

3.1.2.3.2-108

The capability shall be provided to set the Source of each action to F, indicating that the Furlough Mass Action process created the transaction.

OUTPUTS

The following output shall result from the Furlough Mass Actions process.

3.1.2.3.2-200

Suspended NOACs 471, 472, 473, or 772 for each employee specified by the user.

3.1.2.3.2-300

Suspended NOACs 471, 472, 473, or 772 for each employee record meeting the criteria specified by the user.

3.1.2.3.2-400

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOACs 471, 472, and 772 at user's option.

3.1.2.3.3 Realignment Mass Action

NPPS shall provide the capability to generate a suspended Realignment (NOAC 790) for each employee specified by the user.

INPUTS

The inputs for the Realignment Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.3-100

The capability shall be provided to enable the user to change Organization: Assigned for each SSN that has been specified whose current Organization Assigned is equal to the From Organization Assigned code and whose current Facility Code is equal to the user designated Facility Code if entered. Also the capability shall be provided to enable the user to optionally change Organization: Located for each SSN that has been specified whose current Organization Located is equal to the From Organization Located code.

3.1.2.3.3-101

The capability shall be provided that if no SSNs are specified, all employees whose current Organization: Assigned is equal to the From Organization Assigned specified by the user will be selected, and whose current Organization: Located is equal to the From Organization Located specified by the user will be selected.

3.1.2.3.3-102

The capability shall be provided to set the Source of each action to L, indicating that the Realignment Mass Action process created the transaction.

3.1.2.3.3-103

The capability shall be provided to enable the user to change Organization Assigned in conjunction with Agency Code for each SSN specified.

3.1.2.3.3-104

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (CurrenPay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)

2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.3-105

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstd Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay will be set equal to Salary Cap, and Local Pay will be set equal to the difference between Basic Pay and Adj Basic Pay.

Pay Plan	Salary Cap REX2
ES, AD, SL, ST, CA	Ex Lev III Salary
GS, GM	Ex Lev IV Salary

OUTPUTS

The following outputs shall result from the Realignment Mass Action process.

3.1.2.3.3-200

Suspended NOAC 790 for each employee record meeting the criteria specified by the user.

3.1.2.3.3-300

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.4 Award Mass Action

NPPS shall provide the capability to generate a suspended award transaction for each employee specified by the user.

INPUTS

The inputs for the Award Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.4-100

The capability shall be provided to set the Source of each action to W, indicating that the Award Mass Action process created the transaction.

3.1.2.3.4-101

The capability shall be provided to require the user to specify the Award: Amount for each SSN entered.

OUTPUTS

The following outputs shall result from the Award Mass Action process.

3.1.2.3.4-200

Suspended award NOACs for each employee specified by the user.

3.1.2.3.5 Performance Rating Mass Action

NPPS shall provide the capability to generate a suspended Performance Rating (NOAC 990) for each employee specified by the user.

INPUTS

The inputs for the Performance Rating Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.5-100

The capability shall be provided to require the user to specify the new Performance Rating: Current for each SSN entered.

3.1.2.3.5-101

The capability shall be provided to set Performance Rating data in accordance with the personnel action processing described in Paragraph 3.1.2.1.2-221.

3.1.2.3.5-102

The capability shall be provided to only allow for Performance Rating Year to equal the year of Effective Date.

3.1.2.3.5-103

The capability shall be provided to set the Source of each action to G, indicating that the Performance Rating Mass Action process created the transaction.

3.1.2.3.5-104

The capability shall be provided to disallow the processing of a NOAC 990 action if the Effective Date of the action is the same as Empl Crnt Rtng Efctv Date, Empl Prior1 Rtng Efctv Date, Empl Prior2 Rtng Efctv Date, or Empl Prior3 Rtng Efctv Date.

3.1.2.3.5-105

The capability shall be provided to display an informative message if a NOAC 990 action is being processed and the input Performance Rating: Current Yr is equal to Performance Rating: Current Yr, Performance Rating: Prior Yr 1, Performance Rating: Prior Yr 2, or Performance Rating: Prior Yr 3.

3.1.2.3.5-106

The capability shall be provided to disallow processing of NOAC 990 action if the performance rating and performance pattern do not meet the edit criteria as defined in the Code of Federal Regulations.

OUTPUTS

The following output shall result from the Performance Rating Mass Action.

3.1.2.3.5-200

Suspended NOAC 990 for each employee specified by the user.

3.1.2.3.5.1 Performance Rating Automatic Processing

NPFS shall provide the capability to generate suspended Performance Ratings (NOAC 990) for each employee that meets the user defined effective date requirement.

INPUTS

The input for the Performance Rating Automatic Processing will be an indicator on the Per Control Table that indicates if processing is to be on EOD, current rating effective date, or no processing is to occur.

PROCESSES

3.1.2.3.5.1-100

The capability shall be provided to examine each employee performance appraisal and based on the processing date, generate a suspended NOAC 990 with a performance rating level of '3' and a performance rating pattern code of 'A'.

OUTPUTS

3.1.2.3.5.1-200

Suspended NOAC 990 for each employee that meets the user defined effective date criteria.

3.1.2.3.6 Annual Comparability Increase Mass Action

NPPS shall provide the capability to generate a suspended ACI (NOAC 894) for each employee in the database who meets the selection criteria specified by the user. NPPS shall provide the capability for the user to set all new Salary amounts for all Pay Table, Grade, and Step combinations.

NPPS shall provide the capability to generate ACI suspended actions for General Merit employees (Pay Plan equals GM) as well as those employees who are not General Merit (Pay Plan not equal GM).

INPUTS

The inputs for the ACI process are listed in Appendix D.

PROCESSES

3.1.2.3.6-100

The capability shall be provided to set the Source of each action to A, indicating that the ACI Mass Action process created the transaction.

3.1.2.3.6-101

The capability shall be provided to determine the eligibility criteria for employees who are not General Merit as follows.

Annuitant Indicator is not 1, 4, and 5.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Pay Table and Grade match those specified by the user.

3.1.2.3.6-102

The capability shall be provided to set Empl Basic Pay Amt and Empl Sch Basic Pay Amt for employees who are not General Merit (Pay Plan not equal GM) in accordance with table TSALSTEP included in Appendix J based on the employee's Pay Table, Grade: Current, and Step.

3.1.2.3.6-103

The capability shall be provided to determine eligibility criteria for General Merit employees as follows.

Pay Plan is GM.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Annuitant Indicator is not 1, 4, and 5.

3.1.2.3.6-104

The capability shall be provided to calculate the Empl Basic Pay Amt and Empl Sch Basic Pay Amt for General Merit employees as specified in the following paragraphs and the following terms shall be used as defined.

- Old Basic Minimum = Minimum Salary for the employee's current Grade under the old salary table ranges.
- New Basic Minimum = Minimum Salary for the employee's current Grade under the new salarytable ranges.
- Old Basic Maximum = Maximum Salary for the employee's current Grade under the old salarytable ranges.
- New Basic Maximum = Maximum Salary for the employee's current Grade under the new salarytable ranges.
- Old Range = OldBasic Maximum - OldBasic Minimum.
- New Range = NewBasic Maximum - NewBasic Minimum.

3.1.2.3.6-105

The capability shall be provided to perform the following calculation if the Pay Plan equals GM. Reference 5CFR 531.205(a)(2).

1. If Empl Basic Pay Amt* = Old Minimum,
Empl Basic Pay Amt = New Minimum
2. If Empl Basic Pay Amt* = Old Maximum,
Empl Basic Pay Amt = New Maximum
3. If Empl Basic Pay Amt* > Old Minimum and < Old Maximum,
Empl Basic Pay Amt = New Minimum + A**
Where A = ((Empl Basic Pay Amt* - Old Minimum) / Old
Range***) x New Range

- * If Empl Sch Basic Pay Amt > 0, use Empl Sch Basic Pay Amt.
- ** Round up to next highest dollar when cents > 0.
- *** Carry to seven decimal positions and truncate.

3.1.2.3.6-106

The capability shall be provided to automatically add one to the Suspense Sequence for those unmatured suspended transactions that are effective the same day as the ACI and the ACI's Suspense Sequence shall be set to one. Suspense Sequence shall be updated prior to determining the master record for the ACI. The suspended data shall be regenerated and SF 50 Print Status set to null for those actions whose Suspense Sequence has been modified after the ACI action has been created.

3.1.2.3.6-107

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.3.6-108

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over rounded to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over rounded to next whole dollar)}$
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.6-109

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.3.6-110

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt.

3.1.2.3.6-111

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff by multiplying the new Empl Basic Pay Amt by the respective percentages for each pay adjustment.

3.1.2.3.6-112

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.3.6-113

The capability shall be provided to set the SF 50 Comment Code equal to Y24 if NOAC is 894 and Duty Station Code found in table TLOA and Local Pay Amount is greater than zero and Pay Rate Determinant equals C, S, 0, or 7 and Pay Plan equals GS, GM, or GW.

3.1.2.3.6-114

The capability shall be provided to set the SF 50 Comment Code equal to Y25 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant equals 5 or 6 and Pay Table Indicator equals L or W and Adjusted Basic Pay is equal to the Special Rate and Local Pay equals zero.

3.1.2.3.6-115

The capability shall be provided to set the SF 50 Comment Code equal to Y26 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant equals 5 or 6 and Occupational Code is not equal 1811 and Local Pay is greater than zero.

3.1.2.3.6-116

The capability shall be provided to set the SF 50 Comment Code equal to Y27 if NOAC is 894 and Duty Station Code found in table TLOA and Occupational Code is 1811 and Grade equals 3 through 10 and Pay Rate Determinant equals 5 or 6 and Local Pay Amount is greater than zero.

3.1.2.3.6-117

The capability shall be provided to set the SF 50 Comment Code to Y34 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant changes from M to 5, 6, E, or F.

3.1.2.3.6-118

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

OUTPUTS

The following outputs shall result from the ACI process.

3.1.2.3.6-200

Suspended NOAC 894 for each employee record meeting selection criteria.

3.1.2.3.6-300

Approved Action Not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.7 NASA Classification Code Mass Action

NPPS shall provide the capability to generate a suspended Change in NASA Classification Code (NOAC 920) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in NASA Classification Code Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.7-100

The capability shall be provided to enable the user to change the NASA Classification Code for each SSN that has been specified whose current NASA Classification Code is equal to the From NASA Classification Code.

3.1.2.3.7-101

The capability shall be provided that if no SSNs are specified, all employees whose current NASA Classification Code is equal to the From NASA Classification Code will be selected.

3.1.2.3.7-102

The capability shall be provided to set the Source of each action to N, indicating that the NASA Classification Code Mass Action process created the transaction.

OUTPUTS

The following outputs result from the Change in NASA Classification Code process.

3.1.2.3.7-200

Suspended NOAC 920 for each employee record meeting the criteria selected by the user.

3.1.2.3.8 Organization Name Mass Action

NPPS shall provide the capability to generate a suspended Change in Organization Name (NOAC 925) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Organization Name mass action process are listed in Appendix D.

PROCESSES

3.1.2.3.8-100

The capability shall be provided to enable the user to generate changes to Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four for each SSN that has been specified whose current Organization: Assigned Code is equal to the Organization: Assigned Code specified by the user.

3.1.2.3.8-101

The capability shall be provided that if no SSNs are specified, all employees whose current Organization: Assigned is equal to the Organization: Assigned specified by the user will be selected.

3.1.2.3.8-102

The capability shall be provided to generate Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four based on a hierarchical structure if the Organization: Assigned code is identified as structured. This technique is demonstrated in Table 3.1.2.1.2-2. If the Organization: Assigned code is identified as a non-structured organization, NPPS shall use the user defined levels of Organization: Assigned codes associated with the Organization: Assigned code specified by the user to generate the different levels of organization titles. This technique is demonstrated in Table 3.1.2.1.2-3.

3.1.2.3.8-103

The capability shall be provided to set the Source of each action to zero, indicating that the Organization Name Mass Action process created the transaction.

OUTPUTS

The following outputs shall result from the Change in Organization Name process.

3.1.2.3.8-200

Approved Action Not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.9 FEHB Plan Code Mass Action

NPPS shall provide the capability to generate a suspended change in FEHB Plan Code (NOAC 942) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the FEHB Plan Code Mass Action process are listed in Appendix

PROCESSES

3.1.2.3.9-100

The capability shall be provided to require the user to specify the new FEHB Plan Code for each SSN entered.

3.1.2.3.9-101

The capability shall be provided to set the Source of each FEHB Plan Code Mass action to H, indicating that the FEHB Plan Code Mass Action process created the transaction.

OUTPUTS

The following output results from the FEHB process.

3.1.2.3.9-200

Suspended NOAC 942 for each employee specified by the user.

3.1.2.3.10 TSP Change Mass Action

NPPS shall provide the capability to generate a suspended TSP change (NOAC 943) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the TSP Change mass action process are listed in Appendix D.

PROCESSES

3.1.2.3.10-100

The capability shall be provided to allow the user to select by SSN(s).

3.1.2.3.10-101

The capability shall be provided to set the value of TSP: Employee Status to "Y."

3.1.2.3.10-102

The capability shall be provided to set the value of TSP: Eligibility Date to null.

3.1.2.3.10-103

The capability shall be provided to set the TSP: Status Date equal to the Effective Date.

3.1.2.3.10-104

The capability shall be provided to set the Source of each TSP Mass Action to "S," indicating that the TSP Code Mass Action process created the transaction.

OUTPUTS

The following output shall result from the TSP Change process.

3.1.2.3.10-200

Suspended NOAC 943 for each employee specified by the user.

3.1.2.3.11 Locality Payment Mass Action

NPPS shall provide the capability to generate a suspended Locality Payment (NOAC 895) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Locality Payment Mass Action process are listed in Appendix

PROCESSES

3.1.2.3.11-100

The capability shall be provided to select all employees whose current Duty Station code is equal to the Duty Station code specified by the user and whose Employee Locality Adjustment Indicator is not blank.

The capability shall be provided to select all employees whose current Duty Station code is equal to the Duty Station code specified by the user and whose Employee Locality Adjustment Indicator is blank, and whose Duty Station and Pay Plan, or Pay Plan and Occupational Code, match Core Table TLOA.

3.1.2.3.11-101

The capability shall be provided to set Empl Lclty Adjstmnt Ind in accordance with table TLOA.

3.1.2.3.11-102

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.11-103

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local

Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan	Salary Cap REX2
ES, AD, SL, ST, CA	Ex Lev III Salary
GS, GM	Ex Lev IV Salary

3.1.2.3.11-104

The capability shall be provided to recompute Empl AUO Anl Amt by multiplying the new Empl Adjstd Basic Pay Amt by Empl AUO Pct.

3.1.2.3.11-105

The capability shall be provided to recompute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.3.11-106

The capability shall be provided to recompute Empl Total Pay Amt by summing Empl Othr Pay Amt and Empl Adjstd Basic Pay Amt.

3.1.2.3.11-107

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.3.11-108

The capability shall be provided to set the Source of each action to J, indicating that the Locality Payment Mass Action process created the transaction.

3.1.2.3.11-109

The capability shall be provided to set Pay Rate Determinant to "M" based on Pay Rate Determinant equal 5, 6, E, or F; Pay Table Indicator equal W; and Empl Locality Adj Amt

greater than zero when Adjusted Annual Rate of Basic Pay is computed using Worldwide/Nationwide special rates and effective date is not greater than 01/09/1994.

3.1.2.3.11-110

The capability shall be provided to automatically add one to the suspense Sequence for those unmatured suspended transactions that are effective the same day as the locality payment, and the locality payment's Suspense Sequence shall be set to one except when an ACI action with the same effective date exists on suspense, in which case the locality payment's Suspense Sequence shall be set to two. Suspense Sequence shall be updated prior to determining the master record for the locality payment. The suspended data shall be regenerated and SF 50 status set to null for those actions whose Suspense Sequence has been modified after the locality payment action has been created.

3.1.2.3.11-111

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

OUTPUTS

The following outputs result from the Locality Payment process.

3.1.2.3.11-200

Suspended NOAC 895 for each employee record meeting the selection criteria.

3.1.2.3.11-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 895 at user's option.

3.1.2.3.12 Duty Station Change Mass Action

NPPS shall provide the capability to generate a suspended Change in Duty Station (NOAC 792) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Duty Station Mass Action are listed in Appendix D.

PROCESSES

3.1.2.3.12-100

The capability shall be provided to require the user to specify the new Duty Station for SSNs entered.

3.1.2.3.12-101

The capability shall be provided that if no SSNs are specified, all employees whose current Duty Station or Organization: Assigned is equal to the Duty Station or Organization: Assigned specified by the user will be selected. If no Organization: Assigned or Duty Station are specified, all employees will be selected.

3.1.2.3.12-102

The capability shall be provided that if Organization: Assigned is specified by the user, the user may specify any level of organization.

3.1.2.3.12-103

The capability shall be provided to set the Source of each action to D, indicating that the Change in Duty Station Mass Action process created the transaction.

3.1.2.3.12-104

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of:

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)

2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)

2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over rounded to next whole dollar)}$
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.12-105

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.3.12-106

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.3.12-107

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt, and Availability Pay: Annual Amt.

OUTPUT

The following output shall result from the Change in Duty Station Mass Action process.

3.1.2.3.12-200

Suspended NOAC 792 for each employee specified by the user.

3.1.2.3.12-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 792 at user's option.

3.1.2.3.13 Change in Appropriation Mass Action

NPPS shall provide the capability to generate a suspended change in Appropriation (NOAC 954) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Appropriation Mass Action process are listed in Appendix

PROCESSES

3.1.2.3.13-100

The capability shall be provided to require the user to specify the new PLI Code for SSNs entered.

3.1.2.3.13-101

The capability shall be provided to set the new Appropriation Code in accordance with table TPRJLINE.

3.1.2.3.13-102

The capability shall be provided to set the Source of each action to B, indicating that the Change in Appropriation Mass Action process created the transaction.

OUTPUTS

The following output results from the Change in Appropriation mass action.

3.1.2.3.13-200

Suspended NOAC 954 for each employee specified by the user.

3.1.2.3.14 Miscellaneous Mass Action

NPPS shall provide the capability to generate a suspended Miscellaneous (NOA) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Miscellaneous Mass Action process are listed in Appendix

PROCESSES

3.1.2.3.14-100

The capability shall be provided to require the user to specify one of the following data elements to be changed for SSNs entered.

- Administrative Level
- Position: Criticality
- Random Testing Designator
- Supervisory Code
- Training/Dev Program
- Financial Statement Code
- Promotion: Projected Potential
- Random Testing Designator Group
- Title Code

3.1.2.3.14-101

The capability shall be provided to require the user to specify the code for the selected data element for each SSN entered.

3.1.2.3.14-102

The capability shall be provided to set the Source of each action to M, indicating that the Miscellaneous Mass Action process created the transaction.

OUTPUTS

The following output results from the Miscellaneous mass action.

3.1.2.3.14-200

Suspended NOAC 991 for each employee specified by the user.

3.1.2.3.15 Return to Duty Mass Action

NPPS shall provide the capability to generate a suspended Return to Duty (NOAC 292) action through Mass Actions process.

INPUTS

The inputs for the Return to Duty Mass Action process are listed in Appendix D.

PROCESS

3.1.2.3.15-100

The capability shall be provided to select employees whose Duty Status is not equal to Z based on one of the following selections by the user.

- Any employee whose Organization: Assigned is equal to a user specified Organization: Assigned.
- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive.
- Employees that are specified by SSN.
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified.

3.1.2.3.15-101

The capability shall be provided to set Duty Status equal to the Duty Status found in the employee's record if no Duty Status is input for NOAC 292 Return to Duty.

3.1.2.3.15-102

The capability shall be provided to set the Source code of each transaction to R, indicating that the Return to Duty Mass Action process created the transaction.

OUTPUTS

The following outputs shall result from the Return to Duty Mass Action process.

3.1.2.3.15-200

Suspended NOAC 292 for each employee record meeting the criteria specified by the user.

3.1.2.3.15-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 292 at user's option.

3.1.2.4 SF 50 Processing

NPPS shall provide the capability to print the ~~SF~~0 (Notification of Personnel Action) for any employee transaction requiring an OPM/NASA HQ NOAC.

INPUTS

The inputs for SF50 Processing will be suspended personnel actions as specified in Paragraph 3.1.1.1.

PROCESSES

3.1.2.4-100

The capability shall be provided for the contents of the ~~SF~~0 (Core Report 150) to be printed based upon the requirements as specified in Appendix E.

3.1.2.4-101

The capability shall be provided to print a combination ~~SF~~0 (two separate actions on the same SF50) when an employee has two personnel actions with the same Effective Date that have SF50: Combination set to Y and are sequenced first ~~and~~ second.

3.1.2.4-102

The capability shall be provided for the user to specify actions that do not require an SF 50 to be printed by setting SF: 50 Required to N during personnel action input.

3.1.2.4-103

The capability shall be provided for the user to request reprinting of the last set of ~~SF~~0s that were previously printed.

3.1.2.4-104

The capability shall be provided for the user to select ~~SF~~0s to be printed by specifying all SF 50s not yet printed, SF50s for selected SSNs, SF50s for specific NOACs, SF 50s between two given Effective Dates, all SF 50s for a Facility, or all SF 50s for a specific Action Update Clerk.

3.1.2.4-105

The capability shall be provided for the user to specify the contents to be printed in blocks 25, 40, 41, 42, 43, and 44 of the SF50. The contents of each of these blocks shall be specified from the following list of data elements: Pay Block, Position: Type Local, Organization: Located, Action Entry Clerk, Functional Classification, Position: Type, Employee Number, FEHB Plan Code, WIG Date: Next, Position Criticality, and Random Testing Designator.

3.1.2.4-106

The capability shall be provided for a second page to be printed if remarks exceed the first page with the last remark on the first page set equal to "Remarks Continued on Second Page." The first remark on the second page shall be set equal to "Remarks Continued."

3.1.2.4-107

The capability shall be provided for the user to specify to negate the normally automatic setting of the SF50: Print Status to P (Printed) during the SF50 process.

3.1.2.4-108

The capability shall be provided for the user to specify whether or not to ignore the ~~SF~~ Print Status during the selection of SF50s to be printed.

3.1.2.4-109

The capability shall be provided to print a specified number of ~~SFs~~.

3.1.2.4-110

The capability shall be provided to print the four levels of detailed organizations in accordance with Appendix E on the SF50. A capability shall be provided to print detailed Organization Titles based on a hierarchical structure. This technique is demonstrated in table 3-9. A capability shall also be provided to allow the user to specify the Organization Titles that are to print on the SF50 for each organization. This technique is demonstrated in table 3-10.

3.1.2.4-111

The capability shall be provided to display online a count of the number of ~~SFs~~ that will print based on the given selection criteria and to allow the user to discontinue processing if so desired.

3.1.2.4-112

The capability shall be provided to deny concurrent ~~SF0~~ processes. Only one SF50 request may be processed at any given time.

3.1.2.4-113

The capability shall be provided to print the SF 50 Remark associated with the SF 50 Comment Codes and variables as specified by the user in accordance with table TCOMENT in Appendix J.

3.1.2.4-114

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P26 with the variable contained in this remark set equal to Empl Total Pay Amt if Empl Adjstd Basic Pay Amt is limited by the Salary Cap.

Pay Plan

Salary Cap REX2

ES, AD, SL, ST, CA
GS, GM

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.4-115

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P05 if the employee is Special Rate (Pay Rate Determinant equals 5, 6, or M).

3.1.2.4-116

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P04 if the employee is being hired (NOAC = 100 - 199 or 500 - 599) under the Superior Qualifications Rate (Pay Rate Determinant equals 5 or 7) and the Pay Plan is GS or GM.

3.1.2.4-117

The capability shall be provided for the user to modify the default destination of where the SF 50s are to be printed.

3.1.2.4-118

The capability shall be provided for the user to specify that five alignment SF 50s be printed before actual SF 50s are produced.

3.1.2.4-119

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y70 if the employee is being hired (NOAC 100 - 199 or 500 599), the Pay Rate Determinant equals 7, and the employee is Wage Board (NASA Classification Code equals 10000).

3.1.2.4-120

The capability shall be provided to print the SF 50 Remarks associated with SF 50 Comment Code equal to A17 if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4, or 5).

3.1.2.4-121

The capability shall be provided to print the SF 50 Remarks associated with SF 50 Comment Codes P08 and P10 with the variable contained in this remark set equal to the amount of the annuity (Empl Sch Adjstd Basic Pay Amt minus Empl Adjstd Basic Pay Amt), and Y71 with the variable contained in this remark set equal to Empl Adjstd Basic Pay Amt if the employee is a Re-employed Annuitant (Annuitant Indicator equal to (1, 4, or 5 or A, C, or E) and the Pay Basis is not equal to WC (Without Compensation)).

3.1.2.4-122

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P78 with the variable contained in this remark set equal to the Retention Allowance if the employee is receiving a Retention Allowance prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-123

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P70 with the variable contained in this remark set equal to the Retention Allowance if the employee is receiving a Retention Allowance as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-124

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P80 with the variable contained in this remark set equal to the Supervisory Differential if the employee is receiving a Supervisory Differential prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-125

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P72 with the variable contained in this remark set equal to the Supervisory Differential if the employee is receiving a Supervisory Differential as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-126

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P79 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-127

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-128

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.4-129

The capability shall be provided to print the SF 50 Comment Code associated with SF 50 Comment Code P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-130

The capability shall be provided to print the SF 50 Comment Code associated with SF 50 Comment Code P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-131

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code M67 if the NOAC equals 300-399 (excluding 350) or the fourth character of the NOAC equals "T."

3.1.2.4-132

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y20 for a Firefighter (Occupation Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1**, ***A), conversions (5**), and awards (815, 816, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT * .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 * 1.%, where % = higher of the two locality rates found in TLOA) * .25 rounded

3.1.2.4-133

The capability shall be provided to print the SF 50 Comment Code P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay as of the effective date of the action, and NOAC NE 819 and the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.4-134

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

OUTPUTS

The following outputs shall result from SF50 Processing.

3.1.2.4-200

SF 50: Print Status updated on suspended personnel actions.

3.1.2.4-300

SF 50 Notification of Personnel Action, Core Report 150; included in Appendix G.

3.1.2.5 SF 52 Processing

NPPS shall provide the capability to print the SF 52 (Request for Personnel Action) for any employee transaction requiring an OPM/NASA HQ NOAC.

INPUTS

The inputs for SF 52 Processing will be personnel actions.

PROCESSES

3.1.2.5-100

The capability shall be provided for the contents of SF 52 (Core Report 149) to be printed based on the requirements as specified in Appendix E.

3.1.2.5-101

The capability shall be provided to print a combination SF 52 (two separate actions on the same SF 52) when an employee has two personnel actions with the same Effective Date that have SF 52: Combination set to Y and are sequenced first and second.

3.1.2.5-102

The capability shall be provided for the user to request reprinting of the last set of SF 52s that was previously printed.

3.1.2.5-103

The capability shall be provided for the user to select SF 52s to be printed by specifying all SF 52s not yet printed, SF 50s for selected SSNs, SF 52s for specific NOACs, SF 52s between two given Effective Dates, all SF 52s for a Facility, or all SF 52s for an Action Update Clerk.

3.1.2.5-104

The capability shall be provided for the user to specify to negate the normally automatic setting of the SF 52: Print Status to P (Printed) during the SF 52 process.

3.1.2.5-105

The capability shall be provide for the user to specify whether or not to ignore the SF 52: Print Status during the selection of SF 52s to be printed.

3.1.2.5-106

The capability shall be provided to print a specified number of SF 52s.

3.1.2.5-107

The capability shall be provided to print the four levels of detailed organizations in accordance with Appendix E on the SF 52. A capability shall be provided to print detailed Organization Titles based on a hierarchical structure. This technique is demonstrated in Table 3.1.2.1.2-2. A capability shall also be provided to allow the user to specify the Organization Titles that are to print on the SF 52 for each organization. This technique is demonstrated in Table 3.1.2.1.2-3.

3.1.2.5-108

The capability shall be provided to display online a count of the number of SF 52s that will print based on the given selection criteria and to allow the user to discontinue processing if necessary.

3.1.2.5-109

The capability shall be provided to deny concurrent SF 52 processes. Only one SF 52 request may be processed at any given time.

3.1.2.5-110

The capability shall be provided for the user to modify the default destination of where the SF 52s are to be printed.

OUTPUTS

The following outputs shall result from SF 52 processing.

3.1.2.5-200

SF 52: Print Status updated.

3.1.2.5-300

SF 52 Request for Personnel Action, Core Report 149; included in Appendix G.